



TRANSPORTATION BUS/VAN DRIVER (Part-time Position)

Opening Date: November 3, 2010

Closing Date: Open Until Filled

The City of Woodburn is currently accepting applications for a part-time Transit Bus Driver (approximately 20 hours per week), with the Woodburn Transit Division. This position operates a transit bus on a fixed schedule route or a para-transit van on a varied route based on elderly and disabled transportation needs.

ESSENTIAL JOB DUTIES:

Under the general supervision of the Transit Operations Supervisor, this classification drives a transit bus or para-transit van to transport riders to and from locations within the city and surrounding communities. As a transit bus driver, this includes making scheduled stops at locations listed in a published time schedule whereas, as a para-transit van driver, riders are picked up and delivered from their homes to various shopping centers, medical offices, and private and public facilities within the city and surrounding community.

EXPERIENCE AND TRAINING:

- Equipment used – Lift-equipped van and midsize transit bus;
- Thorough knowledge of laws, regulations, and proper driving procedures as contained in the Oregon Department of Motor Vehicles driver's manual and Commercial Motor Vehicle Operation's manual;
- Ability and skill to properly operate wheelchair lifts and securement devices for wheelchairs and other mobility aids;
- Ability and skill to identify occupation hazards and use safety precautions;
- Ability to exercise judgment associated with the operation of a transit bus in inclement weather, heavy traffic, and situations requiring precise maneuvering;
- Ability and skill to communicate effectively both verbally and in writing;
- Ability to learn and utilize the established processes and procedures of the department;
- Ability and skill to maintain effective working relationships with other City employees and the general public including the elderly and disabled;
- Ability and skill to contribute to a positive work environment;
- Education – High school graduate or equivalent;
- Experience – One year driving a bus or transit van with a wheel-chair lift;

See reverse side for additional information

Page 2 - Transit Bust Driver
Closing Date: Open Until Filled

- Certification required – Commercial drivers license with passenger and air-brake endorsements, first aid, and CPR; and
- Possession of a valid Oregon driver's license is required to be maintained throughout the course of employment.

HOURLY RATE: \$13.03 per hour

APPLY AT: Woodburn City Hall
Human Resources Department
270 Montgomery St.
Woodburn, OR 97071
Phone: 503-980-2401
Fax: 503-982-2376
Email: Sasha.Sprauer@ci.woodburn.or.us

*Applications are available at City Hall or on the City's web-site at
www.woodburn-or.gov
and may be submitted via email, fax, mail or in person.*

The person selected for this position must provide, at the time of appointment or the first working day, appropriate documentation of ability to work as required by the Immigration Reform and Control Act of 1986.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990, and will be requesting accommodation, that request must be made to the Personnel Officer not later than the closing date of this job announcement, and the applicant must provide information on how reasonable accommodation may be met.

If you are a qualified veteran or a qualified disabled veteran, please complete and return the City of Woodburn's Veterans Preference Form with appropriate documentation to our Human Resource Department before the close date of the recruitment. The Veterans Preference Form can be found on the City's website at www.woodburn-or.gov or by contacting the Human Resource Department at (503) 980-2401.

Smoking is not allowed in City buildings. The City of Woodburn is a drug-free workplace.

AN EQUAL OPPORTUNITY EMPLOYER